

**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |  | FOR RECORDS MANAGEMENT USE  |                                  |
|---|--|---|----------------------------------|
| Application Date  | 1. Agency Address<br>Department of Education<br>Office of Vocational Education<br>Division of Program Development<br>333 State Office Building<br>Atlanta, Georgia | Application Number<br><b>81-28</b>  |                                  |
| Application Number  |  | Date Received<br><b>1-9-81</b>  | Date Completed<br><b>1-20-81</b> |
| 2. Person to Contact<br>Lorna Riddle  |  | Working Title<br>Program Development Coordinator  | Telephone Number<br>656-2547     |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void   |  |   |                                  |
| 4. Dates of Series<br>Earliest      Latest<br>1979      To Date   |  | 5. Records Series Title (followed by title used in office, if different)<br>Personnel Development Program General Subject Files |                                  |
| 6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?<br>The Personnel Development Unit is responsible for providing staff development for all vocational teachers and administrators, Statewide, by administering grants and contracts with colleges, universities, consulting firms and business agencies for staff development programs. The Unit also plans and coordinates Statewide conferences and meetings for staff development training, and coordinates the teacher testing program for certifying vocational teachers. |  |   |                                  |
| 7. Record Series Description      This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br>Documents relating to: Coordinating personnel development activities .<br><br>Included are: correspondence and memoranda with local school systems, educational institutions, and individuals both within and outside the Department, resource and reference materials, and other general documents related to personnel development activities.<br><br>File is arranged: chronologically by calendar year; thereunder alphabetically by subject.   |  |   |                                  |
| 8. Monthly Reference Rate      How often are records referred to which are:<br>One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;<br>twenty-five months and older _____?  |  |   |                                  |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>3 cubic feet</u>  |  |   |                                  |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
| N/A |    | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.                         |
|     |    | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where?   |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                      |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature)   | Date          | Records Management Officer (Signature) | Date           |
|--|---------------|--|----------------|
| <i>L. G. Lanning</i>   | <i>1/7/81</i> | <i>Walker L. Baumgardner</i>           | <i>1-7-81</i>  |
|  |               | State Records Committee (Signature)    | Date           |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |               | State Auditor/Designee                 | <i>1-12-81</i> |
|  |               | Secretary of State/Designee            | <i>1-14-81</i> |
|  |               | Attorney General/Designee              | <i>1-16-81</i> |